Fermilab

FermiWorks
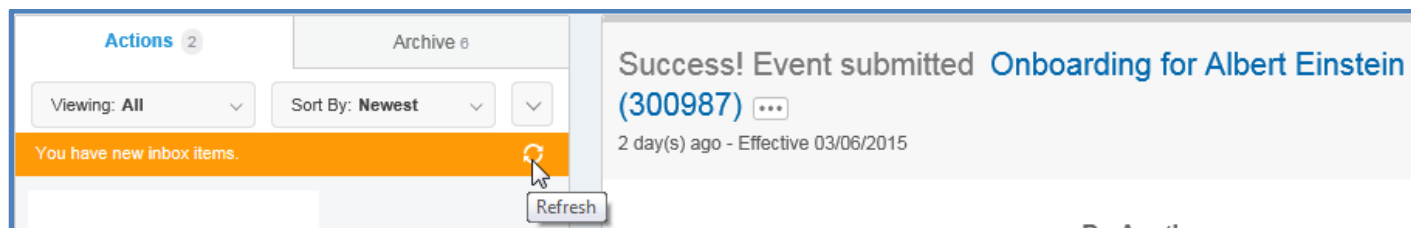Complete Final Onboarding Actions
07.07.15

Please contact Monica Holmes at 630.840.4634 or mholmes@fnal.gov if you have any questions.

The final three Action items to complete are:
- Change My Government IDs
- Change My Licenses
- Review Documents

NOTE: During orientation on your first day of employment, a Benefits representative will provide additional details to clarify the various benefit plans and elections. Complete the Benefits Action after you receive these additional details and/or after you have conferred with a Benefits representative.
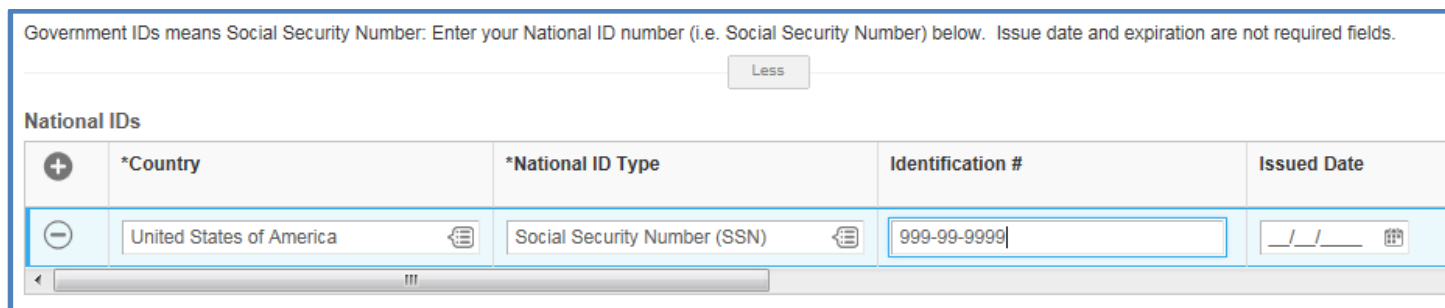
Click **Refresh** to display new Actions in your Inbox.

Change My Government IDs

NOTE: Your Social Security Number **MUST** be entered. The default of 999-99-9999 **MUST** be replaced by your actual Social Security Number. If you cannot enter your Social Security Number please leave the default number in FermiWorks and update it your first day at Fermilab.

1. Click the minus sign to the left of United States of America to delete this entry.
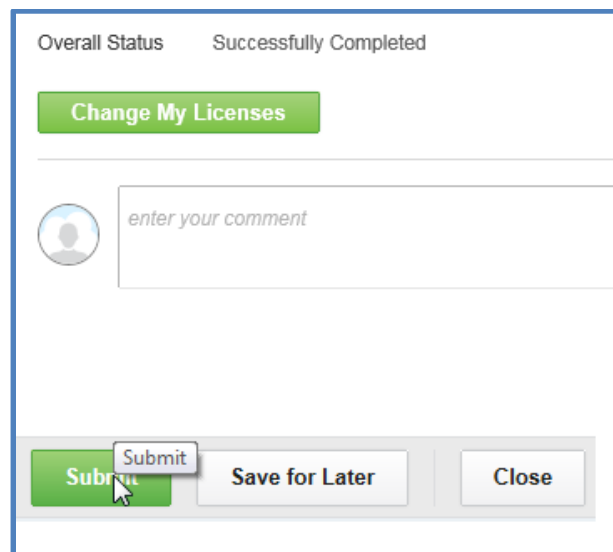

2. Click the plus sign to the left of Country to open a new line.

3. Enter United States of America for the Country.

4. Enter Social Security Number (SSN) for the National ID Type.

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5. Enter your social security number in the Identification # field.

6. Click **Submit**.

7. Click **Done**.
8. Click **Submit** to complete the Change My Government IDs section.

9. Click **Done**.

<u>Change My Licenses</u>

1. This is not required. Click **Submit**. If this is required, this information is maintained outside of FermiWorks.
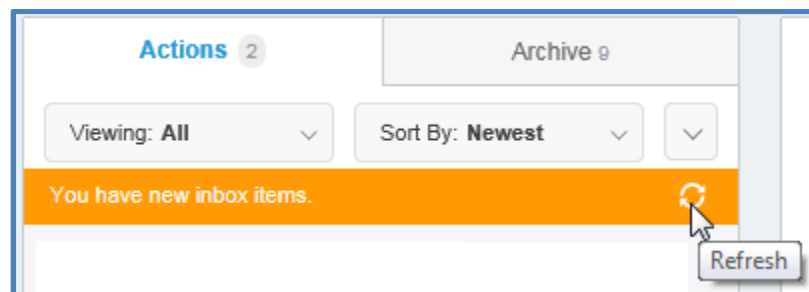

2. Click **Done**.

There are two additional Action items to complete:
- Review Documents
- Change Benefits for Life Event

Click **Refresh** to display new Actions in your Inbox.

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Review Documents

Some positions at Fermilab require additional documentation. Not all positions require all of the documents listed in the table below.

DOCUMENT	PROCESS	COMMENT
Invention and Employee Patent Agreement	1. Review and check 'My employment at the Laboratory'. 2. Print, Sign and bring with your first day to scan and upload. Leave the ID Number blank. This is the number on your badge you will receive when you are on site.	FermiWorks only allows one file to be uploaded. If the agreement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
Policy Statement on Employment Opportunity for Individuals with Disabilities, Special Disabled Veterans, and Vietnam Era Veterans	This form is optional. If it applies to you, download and complete the form. Check the 'I Agree' box.	FermiWorks only allows one file to be uploaded. If the policy statement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
2015 Federal W4 Tax Form	Print and bring your first day to complete.	
State W-4 Income Tax Withholding	Print and bring your first day to complete.	
Direct Deposit Form	Print and bring your first day.	
Anti-Harassment Policy	1. Review the policy. 2. Check the 'I Agree' box.	
Fermilab Policy on Computing	1. Review the policy. 2. Check the 'I Agree' box.	
Drug and Alcohol Abuse Policy	1. Review the policy. 2. Check the 'I Agree' box.	
Notice of Privacy Practices	1. Review the policy. 2. Check the 'I Agree' box.	
Quality Assurance Statement	1. You will be able to access these when you are on site. 2. Check the 'I Agree' box.	
Traffic Safety	1. Review the policy. 2. Check the 'I Agree' box.	

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DOCUMENT	PROCESS	COMMENT
Outside Employment	1. Print, review the form and sign it. 2. Give it to your supervisor on your first day.	
Job Offer Acceptance Letter	1. Print out the Offer Letter sent to you by your recruiter. This letter must be signed and uploaded on your first day. 2. Upload the signature page.	FermiWorks only allows one file to be uploaded. If the offer letter does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.

NOTE: If you are not able to scan your entire job offer acceptance letter into one single file, you MUST bring the entire letter with you to scan in HR on your first day. Your job offer letter must be uploaded in its entirety.

1. Click **Submit**.

2. Click **Done**.

Change Benefits for Life Event

NOTE: During orientation on your first day of employment, a Benefits presentation will provide additional details to clarify the various benefit plans and elections. Complete this Benefits Action after attending the Benefits presentation. Review the *FermiWorks Benefits Enrollment* document.

Sign Out

Click **My Account > Sign Out**.